
Stage Managers Guide

Summer 2000

Band of the United States Air Force Reserve

CONCERT
BAND

THE BAND OF THE U. S. AIR FORCE RESERVE

CONCERT BAND

STAGING REQUIREMENTS

Arrival

The band will arrive according to the operations representative's (OPS REP) designated time. The event sponsor, or point of contact, should be available to meet the band upon arrival to greet and assist the OPS REP with the final organization of the performance. The following are standard requirements needed to ensure the highest quality performance by Concert Band.

Stage

Dimensions: Performance area should be at least 40 feet wide by 30 feet deep.

Electrical Power: Under normal circumstances the band must have access to four independent 120Volt, 20 Amp circuits. These circuits must terminate in common household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

Cleaning: The stage should be cleaned prior to the arrival of our setup crew to avoid conflicts. We will begin setup approximately five (5) hours prior to the concert. This allows ample time for setup, sound check, meals, breaks, and changing.

Chairs and Stands: The band needs 45 chairs without arms. These should not have stacking clips or handles on the sides to keep from damaging instruments. The band's setup crew will arrange the chairs. The band also uses 40 music stands, however, we carry our own if none are available.

Band Shell: The band will most likely want to utilize a shell, if available.

Lectern: The band needs a speaker podium (preferably with a light) for the M.C.

Lighting

Lighting Engineer: A lighting engineer should meet with the band's production representative prior to the concert, preferably during set up, to discuss lighting requirements. If an engineer is not available, a representative from the theater should meet with the band's production representative. This representative should be authorized to make the theater lighting system accessible to the band and prepared to provide information concerning the lighting equipment.

Stage Lighting:

General – Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. Due to the band's size we need an even light distribution.

Effect – We would like to take advantage of lighting effects. Refer to the diagrams provided for specific coverage areas. Most vocals and instrumental solos perform in the "down stage" section (or apron), and will be covered by spotlights, or front stage lights (ellipsoidal or equivalent). The area where most of the band sits can be bathed in subdued light, predominantly blues, ambers, reds, and lavenders. The band uses stand lights to maintain bright enough levels to read by when necessary.

Spotlights: Followspots will be used if available. Their use will be discussed by the production representative when meeting with the venue's lighting engineer. Our band does not have regular spotlight operators, and the sponsor, or venue, may need to provide operators, or make arrangements to authorize band personnel to operate the equipment.

Houselights: Houselights should be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

Communications: The band needs clear communication to the house Lighting Engineer, both Spotlight operators, our Audio Technician, and a drop in the right stage wing for Productions.

Audio

Other Requirements:

Dressing Rooms

Three dressing rooms are needed. One for approximately 40 men, one for approximately 10 women, and a private dressing room for our Commander/Conductor. These rooms should have clothing racks to hang uniforms, and full-length mirrors.

Restrooms

Two restrooms (men & women) should be available, preferably backstage, for the band's use.

Refreshments

As a minimum, cold water should be available backstage.

Performance Schedule

The lengths of our performances vary. Exact times and lengths for the concerts can be obtained from the sponsor. Normal concerts are approximately two hours, to include a fifteen minute intermission. Following the concert please allow an hour and a half for the tear down and loading of the trucks. House personnel should be prepared to stay at least that long before being able to secure the building.

NOTE: ANY CHARGES FOR LIGHTING ENGINEER, SPOTLIGHT OPERATORS, BAND SHELL, ETC. MUST BE COORDINATED THROUGH THE SPONSOR.

If you have any questions please feel free to contact the sponsor or a representative of the Band of the United States Air Force Reserve, Productions or Operations.

Sponsor Contact Information:

Phone Numbers: () -	FAX: () -
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To Contact the Air Force Reserve Band:

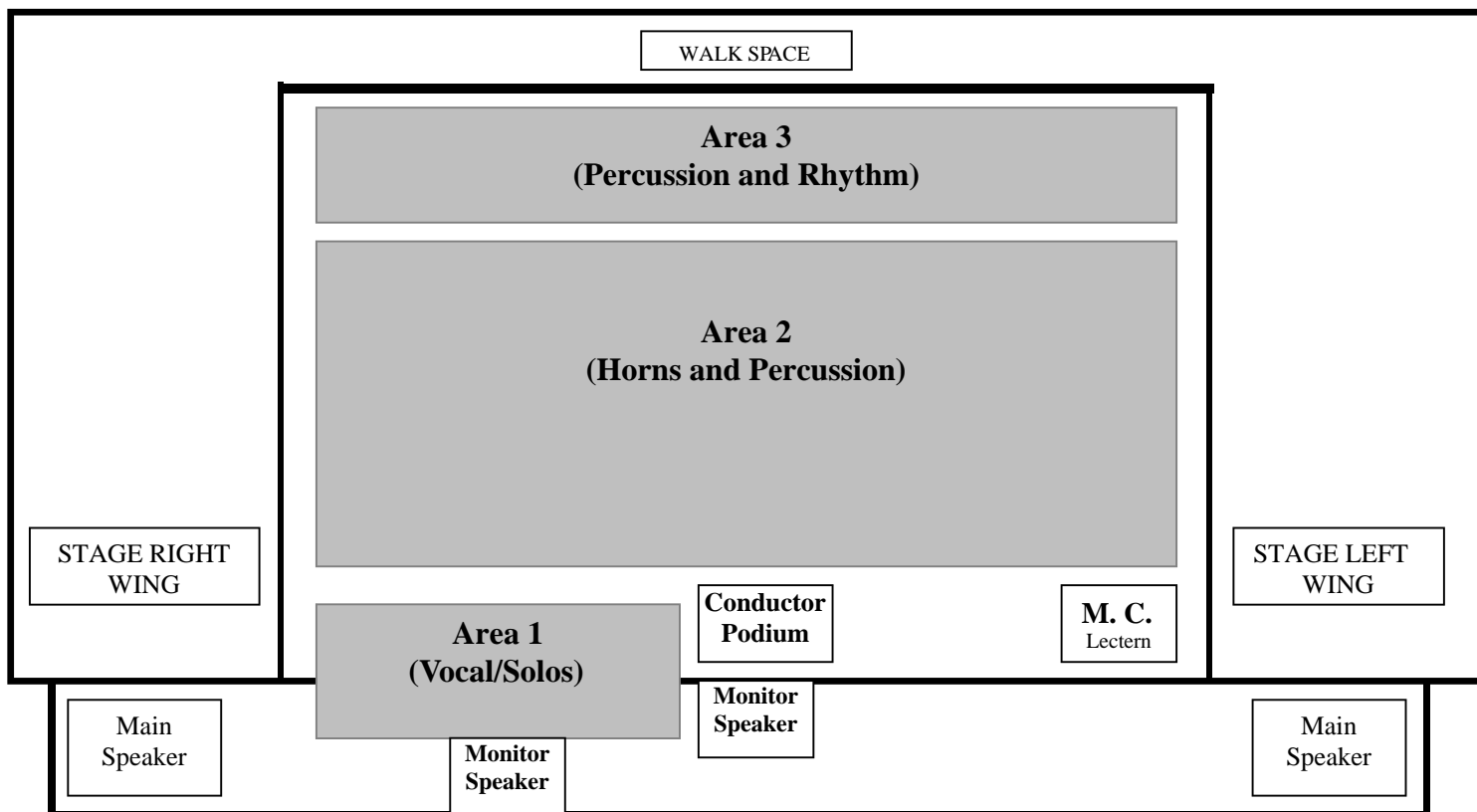
Write:

**Band of the United States Air Force Reserve
Attention: Productions
550 Allentown Rd. Bldg 763
Robins AFB, GA 31098-2252**

Or Call:

912-327-0555

FAX: 912-327-0568



INFORMATION NEEDED:

The following page, Staging Check List and venue diagram, is the means by which we collect specific information about the physical properties, accompanying equipment, and outfitting of your venue.

Please take a look at these sheets and try to provide as much of the requested information as you can.

The sections concerning Stage Dimensions, Location of Electrical Power, and Availability of Follow Spots are of particular interest to us.

Please forward these completed sheets to us as soon as possible. If we have this information before departing on a tour we can better evaluate our equipment needs and prepare the set-up configuration most suitable for your particular venue.

Glossary of Terms:

Stage Left and/or Right: Directions as seen from the stage.

Down Stage: Towards the audience

Up Stage: Away from the audience.

Audience Left and/or Right: Directions as seen looking at the stage from the audience area

Wings: Areas directly left and/or right of stage

Walk Space: Area behind Back Drop (if any).

Specials: Lights dedicated to a specific stage area

To "Work" an Area: A performer's wanderings, movements, within a given space.

Piece / Number: A song, piece of music, chart.

Standard Concert Lighting: The "Wash", lighting designed to cover the whole performance area.

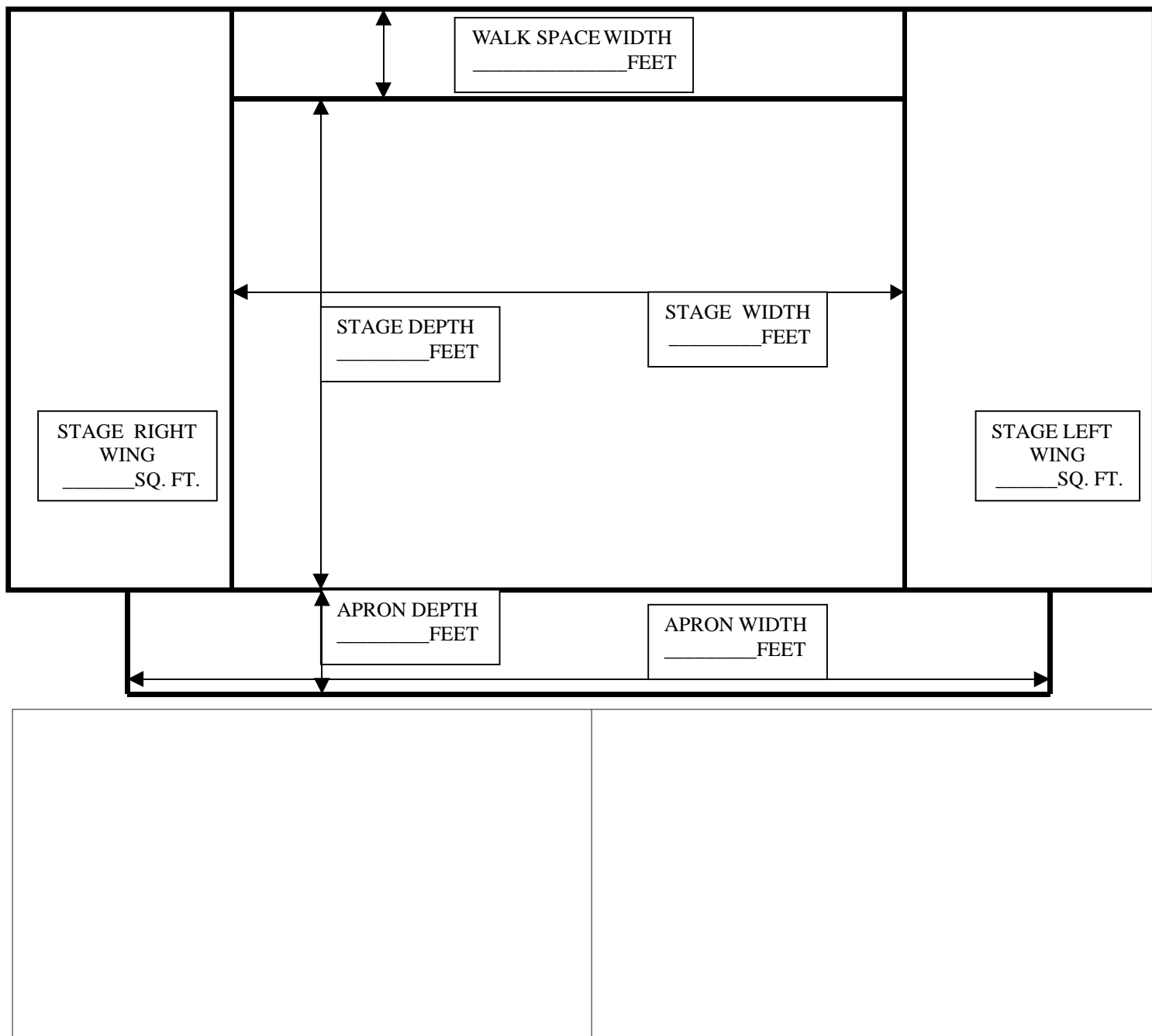
Area #1: Space used by Soloist, Vocal & Instrumental, most often Down Stage Right.

Area #2: Space occupied by the greatest portion of the band, Horns & Percussion. This area takes up most of the Center Stage.

Area #3: Space occupied by rhythm section (bass, drums and keyboards), primarily Up Stage Right.

M. C. / M. C. Podium: Announcer and his/her stand or lectern, Down Stage Left.

Conductors Podium: Platform on which the Conductor conducts from, Down Stage Center.



The above diagram is a generic representation of a theater. Please modify this drawing, jot a few notes and make it more closely resemble your venue if needed. This would assist us with our preparations appropriate for your venue. In the event that your venue is drastically different than the above diagram feel free to use a separate sheet of paper.

PLEASE TRY TO INCLUDE THE FOLLOWING POINTS:

1. Stage dimensions, depth and width.
2. Apron dimensions, depth and width.
- 3...Stage Left and Right Wings
4. Walk Space width, (if any).
5. Location of travelers (Wing Curtains)
6. Location of good electrical outlets.
7. Location of Loading Door
8. Location of dressing rooms.
9. Location of warm up and storage rooms.
10. Seating configuration, (use rectangle as seats).
11. Any obstructions, (poles, walls), on stage and in the house.
12. If any, please indicate balcony overhang (use dotted line).